

CINCINNATI POLICE DEPARTMENT



STAFF NOTES

Colonel Thomas H. Streicher, Jr., Police Chief
January 14, 2003

<u>ITEM</u>	<u>SUBMITTED BY</u>
1. <u>HAMILTON COUNTY SHERIFF'S HELICOPTER OBSERVER PROGRAM</u>	TACTICAL PLANNING SECTION
2. <u>2003 PAYROLL AND OVERTIME RATES</u>	FISCAL & BUDGET SECTION
3. <u>2003 ORGANIZATION CODES</u>	FISCAL & BUDGET SECTION
4. <u>2003 MILEAGE REIMBURSEMENT RATE</u>	FISCAL & BUDGET SECTION
5. <u>2003 PAY PERIOD CHART</u>	FISCAL & BUDGET SECTION
6. <u>2003 CITY BUDGET</u>	PLANNING SECTION
7. <u>THANK YOU LETTER</u>	CHIEF'S OFFICE
8. <u>REVISION TO MANUAL OF RULES AND REGULATIONS</u>	PLANNING SECTION
9. <u>COMMENDATIONS</u>	CHIEF'S OFFICE

1. HAMILTON COUNTY SHERIFF'S HELICOPTER OBSERVER PROGRAM

Applications for volunteers are being accepted for the Hamilton County Sheriff's Helicopter Observer Program. Selected Police Officers/Specialists will be assigned as passengers/observers for aerial support of Cincinnati Police units. Officers must quickly develop a proficiency with all on-board technologies for which they are responsible. Observers must also demonstrate knowledge of city streets in all Districts.

Selections are not subject to the SAST review. However, the Form 77, SAST, will be used as it provides the best format for background information and supervisory review. Interested officers must submit a Form 77 through the chain of command to Sergeant Chris Ruehmer, Tactical Planning Section, no later than January 31, 2003.

2. 2003 PAYROLL AND OVERTIME RATES

[Attached](#) to these Staff Notes are the Payroll and Overtime rates for 2003. All rates are calculated at the top pay step. Questions regarding the pay rates may be directed to Sandy Martell, Fiscal & Budget Section, at line 352-2969 or Rita Smith, Fiscal & Budget Section, at line 352-2586.

3. 2003 ORGANIZATION CODES

[Attached](#) to these Staff Notes are the Police Department organization codes for 2003. Department personnel are to utilize the new organization codes effective immediately. Questions regarding the organization codes may be directed to Alice Hctor, Fiscal & Budget Section, at line 352-2988.

4. 2003 MILEAGE REIMBURSEMENT RATE

The mileage rate for reimbursement for the year 2003 has been changed to 36 cents per mile.

5. 2003 PAY PERIOD CHART

[Attached](#) to these Staff Notes is a chart listing the pay periods and pay dates for 2003.

6. 2003 CITY BUDGET

Please note that for 2003, management (non-represented) salary increases above 3% are eliminated in the budget as well as longevity and tuition reimbursement. Questions may be directed to Rodney Prince, Director of Human Resources, at line 352-2443.

7. THANK YOU LETTERS

[Attached](#) to these Staff Notes are two thank you letters. The first is from a dog bite victim for the professionalism and kindness shown to her by several District Five officers. The second letter is from Deputy Chief James Puckett, Loves Park, Illinois Police Department, thanking the Homicide Unit for their assistance in locating a homicide suspect.

8. REVISION TO MANUAL OF RULES AND REGULATIONS

The following revision to item 2.13 in the Cincinnati Police Department Manual of Rules and Regulations is effective immediately.

Item 2.13 now reads:

Any member of the Department becoming aware of, or receiving a complaint regarding any infraction of Department regulations or violation of City ordinance or State law by Department personnel, excepting civil matters arising outside the scope of the member's employment or minor traffic violations, shall immediately report such conduct to his supervisor should the matter come to the member's attention while on duty. If received while not on duty, the member shall report the information to his supervisor or to the Internal Investigations Section Commander immediately upon returning to duty.

Personnel should review Rule 2.13 and the Manual of Rules and Regulations in its entirety. The revised Manual of Rules and Regulations is available on the Intranet and on the Department web page at www.cincinnati-police.org.

COMMENDATION FOR THE WEEK OF 01/12/03-01/18/03

POLICE ACADEMY

SERGEANT ANTHONY R. SHEARER

On December 3, 2002, after serving for six years as a member of the Cincinnati Police Department SWAT Unit, Sergeant Anthony R. Shearer requested that he be relieved of his duties as an active member of the unit. Sergeant Shearer was selected for the team from a group of highly qualified candidates. He has served with distinction as a member of the SWAT Unit and made a significant contribution to the SWAT program. Sergeant Shearer is deserving of this commendation because of his commitment and dedicated service to the SWAT organization.

2003 PAYROLL & OVERTIME RATES

<u>DIVISION 2</u>		<u>HOURLY</u>	<u>OTH</u>		<u>P/P</u>	<u>ANNUAL</u>
388	Assistant Chief	41.97	0.00	*	3,357.57	87,632
386	Captain	36.18	54.27		2,894.47	75,546
385	Lieutenant	31.19	46.79		2,495.23	65,125
384	Sergeant	26.89	40.33		2,151.07	56,143
382	Specialist	25.64	38.47		2,051.20	53,536
	Officer/Specialist Combined Rate	24.69	37.05			
377	Police Officer 1)	19.62	29.43		1,569.60	40,967
	2)	21.32	31.99		1,705.60	44,516
	3)	22.13	33.19		1,770.40	46,207
	4)	22.93	34.40		1,834.40	47,878
	5)	23.74	35.62		1,899.20	49,569
376	Police Recruit	15.00	22.50		1,200.00	31,320
<u>DIVISION 0</u>						
258	Accountant	25.92	38.88		2,073.60	54,121
111	Senior Accountant	30.75	46.12		2,460.00	64,206
001	Administrative Specialist	25.92	38.88		2,073.60	54,121
013	Senior Administrative Specialist	30.75	46.12		2,460.00	64,206
008	Administrative Technician	19.63	29.45		1,570.40	40,987
086	Secretary	17.43	26.14		1,394.40	36,394
043	Senior Computer Programmer Analyst	30.75	46.12		2,460.00	64,206
405	Emergency Services Dispatch Supervisor	25.92	38.88		2,073.60	54,121
375	Criminalist	21.87	32.81		1,749.60	45,665
374	Senior Police Criminalist	24.70	37.06		1,976.00	51,574
098	Fleet Services Supervisor	27.93	41.90		2,234.40	58,318

2003 PAYROLL & OVERTIME RATES

DIVISION 1

100	Accounting Tech 1	16.98	25.47	1,358.40	35,454
105	Accounting Tech 2	18.76	28.14	1,500.80	39,171
106	Accounting Tech 3	20.22	30.33	1,617.60	42,219
049	Clerk Typist 1	13.40	20.10	1,072.00	27,979
052	Clerk Typist 2	14.41	21.62	1,152.80	30,088
062	Clerk Typist 3	15.72	23.59	1,257.60	32,823
065	Supervising Clerk	18.76	28.14	1,500.80	39,171
030	Police Technician	15.72	23.59	1,257.87	32,830
395	E-911 Operator	16.01	24.02	1,281.19	33,439
407	Operator/Dispatcher	20.57	30.86	1,645.94	42,959
411	Public Vehicle Investigator	17.70	26.54	1,415.62	36,948

DIVISION 8

045	Information Technology Assistant Manager	39.48	39.48	**	3,158.72	82,443
160	Police Academy Manager	41.77	41.77	**	3,341.41	87,211
103	Supervising Accountant	36.85	36.85	**	2,947.76	76,937
041	Supervising Management Analyst	36.85	36.85	**	2,947.76	76,937
983	Employment & Training Supervisor	36.85	36.85	**	2,947.76	76,937

* Assistant Police Chiefs are not eligible for paid overtime.

** Division 8 overtime is paid at the straight time rate.

Division 0 & 1 information is calculated at the top step for each classification.

DIVISION 0 FRINGE % - 27.2

DIVISION 1 FRINGE % - 32.3

DIVISION 2 FRINGE % - 40.2

DIVISION 8 FRINGE % - 27.2

These rates are provided for use in overtime reporting. Actual payments could vary slightly due to rounding.

**AGENCY NAME - Department of Police
Organization Codes for 2003**

NEW AGY ORG	ORGANIZATION NAME	NEW AGY ORG	ORGANIZATION NAME
222 0000	DEPARTMENT OF POLICE	222 2000	INVESTIGATIONS BUREAU
222 0100	OFFICE OF THE CHIEF OF POLICE	222 2100	Investigations Bureau Administration
0110	Executive Officer	222 2300	Criminal Investigation Section
0120	Public Information Office	2310	Homicide Unit
222 0150	Police Relations Section	2320	Personal Crimes Unit
0155	Community Relations Unit	2330	Major Offenders Unit
222 0160	Training Section	2370	Intelligence Unit
0161	Training Administration	222 2400	Central Vice Control Section
0162	Firearms Training Unit	2440	Asset Forfeiture
0163	Recruiting Unit	2450	Pharmaceutical Diversion Unit
0164	Recruit Class	222 2500	Street Corner Unit
0165	Cadets	222 2600	Narcotics Unit
0166	Background Investigation Unit	222 3000	ADMINISTRATION BUREAU
222 1000	PATROL BUREAU	222 3100	Administration Bureau Administration
222 1050	Patrol Bureau Administration	3150	Personnel Section
1060	Night Chief	3200	Special Projects Section
1080	COP Coordinator	3300	Planning Section
222 1100	District 1	3320	Management / Crime Analysis
1110	Event Planning Unit	3400	Internal Investigations
1120	Motorcycle Unit	222 3500	Records Section
1130	Downtown Services Unit	3600	Youth Services Section
1150	District 1 Bike Patrol	3620	DARE
1160	District 1 Violent Crimes Squad	3630	SRO
	District 1 Investigative Unit	222 4000	RESOURCE BUREAU
222 1200	District 2	222 4100	Resource Bureau Administration
1250	District 2 Bike Patrol	4150	Inspections Section
1260	District 2 Violent Crimes Squad	4151	Accreditation Unit
1280	District 2 Investigative Unit	4152	Court Control
222 1300	District 3	4153	Detail Coordination Unit
1350	District 3 Bike Patrol	222 4400	Evidence / Property Management Section
1360	District 3 Violent Crimes Squad	4410	Court Property
1380	District 3 Investigative Unit	4420	Impound Unit
222 1400	District 4	4430	Supply Unit
1450	District 4 Bike Patrol	4440	Transportation / Fleet Management Unit
1460	District 4 Violent Crimes Squad	222 4600	Fiscal & Budget Section
1480	District 4 Investigative Unit	4610	General Accounting
222 1500	District 5	4620	False Alarm Reduction Unit
1550	District 5 Bike Patrol	4630	Grant Unit
1560	District 5 Violent Crimes Squad	222 4800	Communications Section
1580	District 5 Investigative Unit	4850	Radio Shop
222 1600	Special Services Section	4860	Communications Section Administration
1610	Park Unit	222 4900	Information Technology Management Section
1620	Canine Squad	4910	Information Systems Unit
1630	Mounted Patrol Squad		
1650	Traffic Unit		
1651	Private Police Squad		
1652	Hit Skip Squad		
1655	School Crossing Guards		
1660	Special Services Administration		
222 1700	SWAT/Tactical Planning		

**CITY OF CINCINNATI
2003 PAY PERIODS**

Pay Period	Beginning	Ending	Pay Date
1	12/22/02	01/04/03	01/14/03
2	01/05/03	01/18/03	01/28/03
3	01/19/03	02/01/03	02/11/03
4	02/02/03	02/15/03	02/25/03
5	02/16/03	03/01/03	03/11/03
6	03/02/03	03/15/03	03/25/03
7	03/16/03	03/29/03	04/08/03
8	03/30/03	04/12/03	04/22/03
9	04/13/03	04/26/03	05/06/03
10	04/27/03	05/10/03	05/20/03
11	05/11/03	05/24/03	06/03/03
12	05/25/03	06/07/03	06/17/03
13	06/08/03	06/21/03	07/01/03
14	06/22/03	07/05/03	07/15/03
15	07/06/03	07/19/03	07/29/03
16	07/20/03	08/02/03	08/12/03
17	08/03/03	08/16/03	08/26/03
18	08/17/03	08/30/03	09/09/03
19	08/31/03	09/13/03	09/23/03
20	09/14/03	09/27/03	10/07/03
21	09/28/03	10/11/03	10/21/03
22	10/12/03	10/25/03	11/04/03
23	10/26/03	11/08/03	11/18/03
24	11/09/03	11/22/03	12/02/03
25	11/23/03	12/06/03	12/16/03
26	12/07/03	12/20/03	12/30/03



LOVES PARK POLICE DEPARTMENT

540 LOVES PARK DRIVE
LOVES PARK, ILLINOIS 61111
EMERGENCY 9-1-1
BUSINESS OFFICE (815) 654-5015
FAX (815) 633-0555

PATRICK L. CARRIGAN
CHIEF OF POLICE

Lieutenant Roger Wolf
Cincinnati Police Department
Homicide Unit
824 Broadway St.
Cincinnati, OH 54202

Tuesday, December 17, 2002

Deputy Chief James Puckett
Loves Park Police Department

Lieutenant Wolf,

On November 20, 2002, this department began a homicide investigation where a 77-year-old male was the victim. Several leads developed and we believed the suspect, Kevin Owens, might be in Cincinnati, staying with friends. Detectives Wilson and Mace from this department were assigned to follow up on leads in Cincinnati.

Detective Wilson then contacted Sgt. Lisa Thomas. As I understand, Sgt. Thomas made every effort to assist this department in this follow up including assigning two of your detectives. Sgt. Thomas extended professional courtesy uncharacteristic of many police agencies today. Sgt. Thomas ensured that our detectives had every advantage in achieving their objectives and she was instrumental to the investigation.

Detective Mike Drexelius and Detective Rob Heinlein were assigned to assist Wilson and Mace. I understand that your detectives were more than helpful. They assisted in following up on all known leads and made several contacts, which produced more leads. Even after our detectives had finished for the day, Detective's Drexelius and Heinlein continued to work towards locating Owens.

I was also informed of the caseload you and your detectives carry. Knowing this, I cannot thank you and Sgt. Thomas enough for assigning two of your detectives to assist us in this investigation. Please extend our most sincere thanks to Detective Drexelius and Heinlein for their hard work and courtesy in this matter.

Sincerely


Deputy Chief James Puckett